

structure seminar groups to represent a cross section of talent and experience, as well as incorporating new students.

Seminar moderators serve as primary academic instructors and are the routine point of contact for the student on academic matters. The seminar also plays a role in the larger student organization, and is discussed fully in Chapter IV.

Schedules

Each student's primary duty is attendance and preparedness to participate in class and other functions as assigned by the College. Three schedules provide varying degrees of fidelity with regard to the academic year calendar and student obligations. These include the (1) Academic Planning Calendar (the most current available on the NWC INTRANET) kept current by the Dean of Academics' office, (2) the Course Calendar provided by each academic department as part of the Course Syllabus, and (3) the Weekly Calendar, provided by the Provost's Office on Thursday of the week prior to the pertinent schedule.

- The *Academic Planning Calendar* contains a list of key dates covering each trimester, intervening symposiums and forums, and recess periods/holidays. Although subject to change, this list contains dates that are useful for personal planning. Because it covers the entire academic year, it is always being updated; therefore, students are advised to consult faculty, the Dean of Students' Office, and the Weekly Calendar before making final plans or financial commitments. Interseasonal symposia and conferences between trimesters and the Current Strategy Forum in June are scheduled academic events for students and **attendance is mandatory**. Those dates are not available as leave periods. The *Academic Planning Calendar* can be found at <http://nwcintranet/calendars>.
- Each *course syllabus* provides a monthly calendar detailing specific time blocks for lectures, seminars, and exercises pertinent to its course of study. Course-specific milestones (written assignments, examinations) are also covered. This calendar is defined and focused by the Weekly Schedule that also includes evening lectures and other special events.
- The Weekly Schedule is the most specific by virtue of its short range. It addresses specific time, place, uniform/attire, lecture title/lecturer, security classification and information appropriate to scheduled class and evening events. Events on the weekly schedule are mandatory for students unless otherwise noted. The *Weekly Schedule* can be found at <http://nwcintranet/calendars>.